

State/NCATE Partnership Protocol
for
INITIAL/CONTINUING/PROBATION REVIEWS
of Professional Education Units in the State of North Dakota
ESPB approved August 12, 2004

Team Composition:
Joint

Program Review:
State-Based

Effective:
Jan. 2005 - Dec. 2011

Original Partnership Agreement Date: 1987

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I. Standards		
A. Unit Standards	<p>NCATE unit standards apply to the professional education unit.</p> <p>Specific State criteria, as determined by the State Agency, and institutional criteria as determined by the institution or higher education commission, may also be applied to units and/or programs being reviewed by NCATE and the State.</p>	<i>North Dakota has adopted the NCATE unit standards for all professional education units.</i>
B. State Program Standards	<p>NCATE defers to the State's review of the unit's programs if the teacher education program standards or licensing standards and the State's review processes are sufficiently similar to NCATE's, as determined by the State Partnership Board (SPB).</p> <p><u>Program National</u></p>	The <i>North Dakota Standards for State Program Approval</i> apply to specific professional education programs. Programs for which there are no North Dakota Standards in place will be reviewed according to the current NCATE Approved Program Standards.

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	<p><u>Recognition:</u> The State may choose to seek authority for State program approval to be accepted as national recognition of the unit's programs by NCATE's SPAs in the NCATE list of nationally recognized programs. If the State is not authorized to recommend national recognition, the unit may seek national recognition of a program by submitting its program for review through NCATE.</p>	
II. Team		
<p>A. Team Composition: Joint State/ NCATE</p>	<p>NCATE and State team members work together, sharing equal roles and responsibilities in all functions of the review.</p> <p>The NCATE team is selected from NCATE's Board of Examiners (BOE). The team includes representatives from organizations of teacher educators, teachers, education specialists and/or policy makers. Non-voting members of the team include the State Consultant (usually the NCATE State Partnership Contact, or his/her designee), and a representative of the state affiliate of NEA and/or AFT. Team assignments are systematically made</p>	<p>The State selects its representatives to the joint team from the pool of individuals who have been trained for the State/NCATE system and State program approval. The team includes representatives from organizations of teacher educators, education professionals, and/or policy makers.</p>

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	to ensure that conflicts of interest are avoided.	
B. Training Expectations: Joint	<p>NCATE team members must participate in the NCATE-sponsored BOE training.</p> <p>State team members must be trained by NCATE staff or an NCATE authorized trainee, as outlined in the State rules.</p>	State members have participated in a training workshop on the NCATE process, similar to the BOE training, and the State system.
C. Team Size: Joint	<p>For first, continuing, and probation visits, the BOE team will include 3-6 members depending on several factors, including the number of candidates, faculty, and the unit's programs. Additional team members may be added to visit off-campus sites.</p> <p>For focused visits, the team will include 2-3 BOE members.</p>	The State team shall be comprised of one member less than the NCATE team.
D. Chair Responsibilities: Joint	<p>The NCATE chairperson and the State chairperson serve as co-chairs. They are jointly responsible for planning and conducting the visit.</p> <p>The co-chairs conduct a previsit approximately 60 days before the visit to plan interviews and finalize the logistics for the visit. The State Consultant and State</p>	<p>A State representative is selected as co-chair to be responsible for State program requirements.</p> <p>The chair of the BOE joint team must be approved by the Education Standards and Practices Board (ESPB).</p>

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	<p>team chair should participate in the previsit.</p> <p>The co-chairs assign roles and responsibilities to BOE and State team members.</p>	
<p>E. Consultants/Other Participants</p>	<p>NCATE invites the State education agencies to appoint a “State Consultant” to advise the team on State requirements, nomenclature, and special circumstances. The State Consultant’s expenses are covered by the respective agency. The State Consultant facilitates an orientation to the State Partnership at a team meeting prior to the review activities. The consultant is usually the State Partnership Contact, but may be his/her designee, and is a non-voting member of the BOE team. The State Consultant may serve as a voting member of the State team, if so designated by the State. A few states (e.g., SC and FL) may have consultants from two agencies.</p>	<p>The ESPB may assign a Consultant for the on-site visit. Expenses for this Consultant are covered by the ESPB.</p> <p>The Consultant from the ESPB and the State co-chair participate in the NCATE chair’s planning meeting and review the state procedures and protocols with the chair prior to the Sunday team meeting.</p>
<p>F. NEA/AFT Representatives</p>	<p>NCATE invites the State affiliates of the NEA and AFT to appoint observers for the on-site visit in partnership States. The participants’ respective</p>	<p>The ESPB assists the NCATE invitation of NEA and AFT observers for the on-site visit.</p>

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	<p>agencies are responsible for their travel and maintenance expenses.</p> <p>These observers can assist the BOE team with the collection of data, interviews, and the editing of the team report. However, they should not be assigned a primary writing assignment. Observers are non-voting members of the BOE team.</p>	
G. Decision-making	<p>Decisions are usually made through consensus-driving discussions of whether standards are met. When consensus cannot be reached, a vote may be taken.</p>	<p>State team members vote on unit standards for NCATE and program specific recommendations for the State. The visitation team operates as a single unit with common votes. The team generally uses a consensus process.</p> <p>State Consultants and observers participate in data collecting and discussion, but do not vote as members of the team.</p>
H. Writing the Report: Joint	<p>The NCATE chair assigns writing responsibilities to each team member. The BOE report includes the BOE team's responses to the 6 unit standards at both the initial teacher preparation and advanced</p>	<p>Information for the final reports is compiled and approved jointly by both NCATE and State team members.</p> <p>Responsibility for</p>

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	<p>levels as appropriate. If the State or institution has additional requirements, the report should have the BOE team's responses to the State/Institution requirements attached as a Report Addendum. The final report is compiled by the BOE chair.</p> <p>The NCATE and State chairs assign primary and secondary writing responsibilities to both NCATE and State team members.</p> <p>The draft of the BOE report should be completed by the end of the on-site visit.</p> <p>The BOE draft report should be sent to NCATE and the team members for editing, and to the unit for correction of factual errors.</p> <p>The BOE team chair e-mails one copy of the final report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.</p>	<p>submitting the report on State program standards, for both basic and advanced levels as appropriate, is held by the State team co-chair.</p>
I. Evaluations	Following the on-site visit, the performance of BOE members is evaluated electronically by the unit, the other national and	Immediately following the team visit, the unit and the State members submit evaluations to the

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	State BOE members, and State consultants who served on the same visiting team. The evaluations are used by NCATE and the State to determine who should continue BOE service and to identify potential team chairs.	ESPB.
J. Expenses	During the semester of the visit, the unit will pay NCATE a Periodic Evaluation Fee of \$1,000 per NCATE BOE team member participating in the on-site visit.	The State with some contribution from the unit covers all travel and maintenance expenses for the state members of the joint BOE team.
III. Preparation		
A. Units' Intent-to-Seek request	For initial accreditation, at least two years before hosting an on-site visit, the unit should indicate its interest in seeking accreditation. The request should include the semester and year in which the unit plans to host the on-site review.	Units submit the <i>Intent to Seek Program Approval</i> form to the office of the ESPB two years before the scheduled visitation date.
B. NCATE materials	In response to interest request, NCATE provide weblinks to the following materials: <ul style="list-style-type: none"> Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education; Handbook for Accreditation Visits; 	<i>The Education Standards and Practices Board's website is www.state.nd.us/esp and contains all forms and materials for site visits.</i>

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	<ul style="list-style-type: none"> • “Intent to Seek NCATE accreditation” form – TO BE SUBMITTED 2 YEARS BEFORE THE VISIT; • Timeline for semester and year of visit; • List of NCATE partnership States; and • Other accreditation information 	
C. Preconditions	<p>For first visits, the unit responds to the preconditions found on the NCATE website. The preconditions report must be submitted to the NCATE office at least eighteen months prior to the on-site visit.</p> <p>All accredited units <i>must continue to meet the preconditions</i> for continued NCATE accreditation. Annually, NCATE reviews Title II test data and will request additional information from the unit that no longer meets the required State pass rate.</p>	The Preconditions Report is mailed to both the unit and the Education Standards and Practices Board (ESPB).
D. Program Reports	If the Partnership Agreement requires the unit is required to submit program reports, it must submit them by February 1 or September 15, two or	<p>The State chooses one of the following options:</p> <p><i>The State’s program review is done (either electronically</i></p>

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	<p>three semesters before the continuing visit.</p> <p>For a continuing visit, NCATE requests the unit to verify online their “Status of Program Reviews,” approximately two years before the visit. This information will indicate which program reports to submit.</p> <p>For specific information on the preparation of program reports visit the NCATE website.</p>	<p><i>or on paper) 6 months prior to the on-site visit.</i></p>
E. Institutional Report	<p>The professional education unit is required to write and submit an Institutional Report (IR) that describes the unit’s conceptual framework and evidence that demonstrates that the 6 standards are met. In continuing accreditation visits, the IR also serves as a primary documentation of the unit’s growth and development since the last accreditation visit.</p> <p>The unit sends one copy of the IR and related links to undergraduate and graduate (if applicable) catalogs to each NCATE BOE team member, State consultant, and NEA/AFT observers. Either an electronic copy of the</p>	<p>As part of the Institutional Report, the unit responds to the State’s program requirements. The State receives a copy of national program reviews of North Dakota programs to inform State processes.</p> <p>The unit sends one copy of the full Institutional Report (unit and programs) and one copy of the undergraduate and graduate (if applicable) catalog to each NCATE team member and each State team member, two copies of each to NCATE and five copies to the North</p>

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	<p>Institutional Report is sent to NCATE, or the unit may send two paper copies.</p>	<p>Dakota Education Standards and Practices Board (ESPB) 60 days prior to the visit.</p> <p>Copies of the report and related materials are used by the visiting team prior to and during the visit, are returned to the ESPB and used by the Program Approval Advisory Committee following the visit.</p>
<p>F. Dates of On-Site Visit</p>	<p>NCATE requests units to submit its preferred visit date to NCATE at least 1 year prior to the on-site visit. Units in Partnership States must have the date approved by the State Agency prior to submitting its request to NCATE.</p> <p>The State Agency must first agree to requests for a delay in the visit, before submitting the delay request to NCATE.</p> <p>Visits are scheduled from Saturday through Wednesday excepting special circumstances.</p>	<p>Dates are negotiated with NCATE.</p>
<p>F. Previsit</p>	<p>The <u>previsit</u> should be scheduled about 60 days before the on-site visit. See the <i>Handbook for Accreditation Visits</i> for</p>	<p>The State co-chair and consultant designated from the ESPB personnel meet with the NCATE chair</p>

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	<p>further details.</p> <p>The State Consultant, BOE chair, head of the unit, and NCATE coordinator should be present. If the visit is joint or concurrent, the State team chair should also participate in the previsit.</p>	and the institution's unit head and/or designee to plan the visit.
H. 3 Rd Party Testimony	<p>Six months before the on-site review, the unit must publish a "Call for Comment" inviting 3rd party testimony related to the upcoming NCATE visit to be sent to NCATE.</p> <p>Two to three months before the on-site review, NCATE sends copies of any third-party testimony it received to the unit for comment and to the BOE team chair.</p>	
IV. On-Site Review		
A. Orientation to State Process/ Protocol	If the visit is being conducted jointly or concurrently, the State Consultant (or his/her designee) will facilitate an orientation to the State process and Protocol.	
B. Conducting the On-Site Review	The NCATE template for on-site visits guides the conduct of the visit as outlined in the <i>NCATE Handbook for Accreditation Visits</i> and on the NCATE website.	

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C. Evidence/Exhibit Room	<p>Electronic exhibit rooms are encouraged. Access NCATE's electronic exhibit room guidelines.</p> <p>Performance-based evidence that demonstrates what candidates know and are able to do must be included in the exhibit room. Units must provide data from: 1) assessments at admissions; 2) State licensure tests; 3) internship assessments; and 4) follow-up studies. For other assessment data examples, see "Assessing Education Candidate Performance: A Look at Changing Practices."</p>	
D. BOE Report	<p>The BOE report includes the BOE team's responses to the 6 unit standards at both the initial teacher preparation and advanced levels as appropriate. If the State/Institution has additional requirements, the report should have the BOE team's responses to the State requirements attached as a State Addendum. The final report is compiled by the BOE chair.</p> <p>The BOE team chair e-mails one copy of the final</p>	<p><i>The State team co-chair mails two copies of the final State program report to the unit, one copy to each member of the State team, and one (1) electronic or eleven (11) hard copies to the ESPB.</i></p>

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	<u>BOE Report</u> to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.	
E. Exit Conference	An exit conference is conducted before the team departs Wednesday. It is conducted by the NCATE team chair, State team chair, and State Consultants. The unit is represented by the unit head and coordinator of the NCATE review; the president and/or provost may also attend.	There will be no exit report on State program standards.
V. After the On-Site Review		
A. BOE report sent from NCATE	NCATE mails two copies of the report to the unit and one copy to the appropriate State Agencies.	
B. Rejoinder	The unit submits to NCATE and the State an electronic copy, or five hard copies, of its rejoinder to the BOE report within 30 days after receipt of the BOE Report.	<i>The unit submits two copies of the NCATE unit rejoinder and one (1) electronic or eleven (11) hard copies of the State program rejoinder to the ESPB.</i>
C. Accreditation & Approval	NCATE's Unit Accreditation Board (UAB) is responsible for determining the accreditation status of professional education units, during meetings twice a year. In most	

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	<p>cases, accreditation decisions are rendered at the UAB meeting in the semester that follows the BOE review.</p> <p>NCATE provides written notice of all accreditation decisions to the U.S. Department of Education, the appropriate state licensing or authorizing agency, all institutional accrediting agencies recognized by the U.S. Department of Education and the Council for Higher Education Accreditation, and the public (via the NCATE website)</p> <p>More information about reporting accreditation decisions may be found in NCATE's Policies on Dissemination of Information. Definitions of NCATE accreditation decisions can also be found on NCATE's website, or in the Handbook for Accreditation Visits.</p>	
D. Final Action Report	Within 30 days after NCATE's Unit Accreditation Board takes action on the accreditation of the unit, NCATE sends the chief executive officer and head of the professional education unit a letter that indicates the official	The Program Approval Advisory Committee makes recommendations for each program to the ESPB, which makes the decisions on approval, provisional approval, continuing approval, approval

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		with conditions to be met, approval with probation, or denial or revocation of approval. A copy of the action taken is sent to the unit and the Executive Director of Licensure. Two copies are sent to NCATE for information purposes. The ESPB provides an official list of units that have State approval as determined by the ESPB.
E. Appeal Procedure	Units may appeal any of the following Unit Accreditation Board decisions: Provisional Accreditation, Accreditation with Conditions, Revocation of Accreditation, and Probation. See NCATE's website at for specific policies and procedures related to the appeals process .	<i>The institution has fifteen (15) days from the receipt of the official letter from the ESPB to file a letter of intent to appeal. The letter should be addressed to the Executive Director of the ESPB. The institution has thirty (30) days from the receipt of the official letter from the ESPB to file materials (1 electronic or 11 hard copies) relating to the appeal.</i>
VI. On-Going Responsibilities		
A. Protocol Distribution	NCATE will post the State Partnership Protocol on its website; it is also available in hard copy	

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	upon request. States will distribute the protocol to all units following the creation/renewal of a Partnership or after either party makes revisions.	
B. Accreditation Cycle	<p>Units that receive accreditation for the first time will be scheduled for their next visit five years from the semester in which their visit occurred.</p> <p>Units that receive continuing accreditation will be scheduled for their next visit seven years from the semester in which their visit occurred. The seven-year cycle of visits apply only if the State has agreed to a seven-year cycle.</p> <p>Units may host a probationary or focused visit as a result of conditional, or provisional accreditation; visits will be within 2 years of the UAB's decision.</p>	<p>Units in the State of North Dakota will move to a seven-year cycle after the first continuing accreditation review.</p> <hr/> <p><i>North Dakota will participate in probational, conditional, and provisional reviews.</i></p>
C. Code of Conduct	To assure units and the public that NCATE reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, BOE members, board members, program reviewers, and staff shall	<i>North Dakota has adopted the NCATE Code of Conduct.</i>

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	<p>follow NCATE's Code of Conduct, in the Handbook for Accreditation Visits and on NCATE's website.</p> <p>Violation of any part of the Code of Conduct could result in the board member's removal from the board.</p>	
D. Annual Reviews		
1. Regional Accreditation	Units must maintain regional accreditation in order to continue its NCATE accreditation.	<i>Units must maintain regional accreditation in order to continue state approval.</i>
2. Change in State Status	<p>The State will provide to NCATE its policy leading to a "Change in State Status."</p> <p>The State will notify NCATE within thirty days of action taken that an NCATE unit has had a Change in State Status.</p> <p>Notification of an NCATE accredited unit's Change in State Status by the State will initiate a review by NCATE's <i>Annual Report and Preconditions Audit Committee</i>.</p> <p>The NCATE president will notify the unit that the State has informed NCATE of a change in their state status and require the unit to submit</p>	<p>The ESPB will include its policy regarding changes in the State approval status of institutions to NCATE as part of the ND protocols. Changes in the State status of units will be discerned on the basis of documentation from the NCATE/ND joint on-site visitation and review process, including information from multiple performance assessments.</p> <p>The ESPB will notify NCATE within thirty days of action taken that an NCATE institution has had a "Change in State</p>

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	a special report within 90 days.	<p>Status."</p> <p>The ESPB will provide to NCATE supporting information regarding its decision to change the status of an NCATE accredited teacher education unit. If an appeal of the decision has been requested, information on the status of that appeal will also be provided.</p> <p>Two copies of the institution's 25-page special report to NCATE addressing their change in status will be sent to the office of the ESPB.</p>
3. Precondition 7	The unit's programs are approved by the appropriate State agency or agencies, and, in States with educator licensing examinations and required pass rates, the unit's summary pass rate meets or exceeds the required State pass rate.	<i>The unit's summary pass rate must meet or exceed the required North Dakota State Pass rate of 80%.</i>
4. Annual Report	Submission of the Annual Report is a requirement for all units that are accredited by NCATE or are candidates or precandidates for NCATE accreditation. Annual Reports are due October 1 st and should be	Units send the ESPB office a copy of their American Association of Colleges of Teacher Education (AACTE)/NCATE Joint Data Annual Report each year.

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	submitted electronically.	